



# Memo

**Date:** September 17, 2018

**To:** Parish and Mission Staff

**From:** Geoff Hetherington, Archivist/Records Analyst, Office of Archives and Records

**Re:** Transfer of Church Bulletins to Archives

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Church bulletins are permanent records and help preserve the operations of parishes and missions in the Archdiocese of Atlanta. The Office of Archives and Records collects bulletins for permanent parish and mission collections. If your church is not already sending bulletins to the archives, please follow an option below that works best for you. We accept digital *or* physical copies:

- 1. Mailing Lists** – If you have a mailing list (either email or post) for distributing bulletins to parishioners, you may simply add the Office of Archives and Records to your existing list.
- 2. Transferring in Bulk** – Routinely mail us physical copies in bulk every month/quarter/etc. If you're interested in transferring digital bulletins in bulk, we're happy to arrange for that as well. Whatever works best for you works for us.
- 3. Emails to Webmaster/Publisher** – If you exclusively post bulletins in digital format on your website, you may copy us on the email sent to your publisher or webmaster with the final version attached.

To send your bulletins, please email us at [archives@archatl.com](mailto:archives@archatl.com) or physically mail us at Office of Archives and Records, 2401 Lake Park Drive, Smyrna, GA 30080. If you are already sending bulletins to our office, thank you for your assistance.

We are happy to work with you to come up with a method that best suits your office. If you have questions or are unsure if your parish is sending bulletins, please email me at [ghehtherington@archatl.com](mailto:ghehtherington@archatl.com).

Also, please visit our [website](#) for helpful documents and information relating to the Office of Archives and Records.